State of Hawaii
Department of Human Services
Benefit, Employment and Support Services Division
Employment and Training Program Office

Request for Proposals

HMS-903-15-03-S
Temporary Assistance for Needy Families (TANF) Maintenance of Effort (MOE) Services Statewide

July 18, 2014

Note: *It is the applicant's responsibility to check the public procurement notice website, the request for proposals website, or to contact the RFP point-of-contact identified in the RFP for any addenda issued to this RFP. The State shall not be responsible for any incomplete proposal submitted as a result of missing addenda, attachments or other information regarding the RFP.*

July 18, 2014

REQUEST FOR PROPOSALS

Temporary Assistance for Needy Families (TANF) Maintenance of Effort (MOE) Services Statewide

RFP No. HMS-903-15-03-S

The Department of Human Services, Benefit, Employment and Support Services Division, Employment and Training Program Office, is requesting proposals from qualified applicants to provide enhanced services in addressing the four (4) Temporary Assistance for Needy Families (TANF) purposes, which are:

1. To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
2. To end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;
3. To prevent and reduce the incidence of out-of-wedlock pregnancies; and
4. To encourage the formation and maintenance of two-parent families.

The initial contract term will be from January 1, 2015 through December 31, 2015. The contract may be extended through December 31, 2018. Multiple contracts will be awarded under this Request For Proposals.

Proposals shall be mailed, postmarked by the United States Postal Service (USPS) on or before **October 10, 2014**, and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received **no later than 4:30 p.m.**, Hawaii Standard Time (HST), on **October 10, 2014**, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Employment and Training Program Office will conduct an **orientation on August 4, 2014 from 9:00 a.m. to 10:00 a.m. HST, at 820 Mililani Street #606, Honolulu, Hawaii**. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m., HST, on August 18, 2014. All written questions will receive a written response from the State on or about August 25, 2014.

Any inquiries and requests regarding this RFP should be directed to Ms. Sandra Leong at 820 Mililani Street #606, Honolulu, Hawaii 96813, telephone: (808) 586-7090, fax: (808) 586-5744, e-mail: sandraleong@hawaii.gov.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: *5*

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **OCTOBER 10, 2014 and received by the state purchasing agency no later than 10 days from the submittal deadline.**

All Mail-ins

Department of Human Services
Benefit, Employment and Support Services Division
Employment and Training Program Office
820 Mililani Street, Suite 606,
Honolulu, HI 96813

RFP COORDINATOR

Sandra Leong
Phone: (808) 586-7090
FAX: (808) 586-5744
E-mail:sandraleong@dhs.hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITE UNTIL **4:30 P.M., Hawaii Standard Time (HST), *October 10, 2014*.** Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., ***October 10, 2014.***

Drop-off Sites

Department of Human Services
Benefit, Employment and Support Services Division
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813

RFP Table of Contents

Section 1 Administrative Overview

Section 2 - Service Specifications

Section 3 - Proposal Application Instructions

Section 4 – Proposal Evaluation

Section 5 – Attachments

Section 1

Administrative Overview

Section 1
Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

1.1 Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. If an activity on this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing Request for Proposals (RFP)	July 18, 2014
Distribution of RFP	July 18, 2014
RFP orientation session	August 4, 2014
Closing date for submission of written questions for written responses	August 18, 2014
State purchasing agency's response to applicants' written questions	August 25, 2014
Discussions with applicant prior to proposal submittal deadline (optional)	August 25, 2014
Executed Memorandum of Agreement (MOA) submittal deadline	September 30, 2014
Maintenance of Effort Expenditure (MOE) Report submittal deadline	September 30, 2014
Proposal submittal deadline	October 10, 2014
Discussions with applicant after proposal submittal deadline (optional)	N/A
Final revised proposals (optional)	N/A
Proposal evaluation period	October 13–24, 2014
Provider selection	October 27, 2014
Notice of statement of findings and decision	October 27, 2014
Contract start date	January 1, 2015

1.2 Website Reference

The State Procurement Office (SPO) website is http://hawaii.gov/spo

	For	Click on "Doing Business with the State" tab or
1	Procurement of Health and Human Services	http://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/health-human-services/
2	RFP website	http://hawaii.gov/spo2/health/rfp103f/
3	Hawaii Revised Statutes (HRS) for Purchases of Health and Human Services	http://spo.hawaii.gov/references/hrs/
4	Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services	http://spo.hawaii.gov/references/har/
5	Forms	http://spo.hawaii.gov/all-forms/
6	Cost Principles	http://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/health-human-services/competitive-purchase-of-services-procurement-method/cost-principles-table-hrs-chapter-103f-2/
7	Standard Contract -General Conditions, AG103F13	http://hawaii.gov/forms/internal/department-of-the-attorney-general/ag-103f13-1/view
8	Protest Forms/Procedures	http://spo.hawaii.gov/all-forms/

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at https://portal.ehawaii.gov/)

	For	Go to
9	Hawaii Compliance Express (HCE)	https://vendors.ehawaii.gov/hce/splash/welcome.html
10	Department of Taxation	http://hawaii.gov/tax/
11	Wages and Labor Law Compliance, HRS §103-055	http://capitol.hawaii.gov/hrscurrent
12	Department of Commerce and Consumer Affairs, Business Registration	http://hawaii.gov/dcca click "Business Registration"
13	Campaign Spending Commission	http://ags.hawaii.gov/campaign/

1.3 Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

1.4 RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview: Provides applicants with an overview of the procurement process.

Section 2, Service Specifications: Provides applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions: Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation: Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments: Provides applicants with information and forms necessary to complete the application.

1.5 Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Department of Human Services
Benefit, Employment and Support Services Division
Employment and Training Program Office
820 Mililani Street, Suite 606
Honolulu, HI 96813
Phone: (808) 586-5735
Fax: (808) 586-5744

1.6 RFP Contact Person

From the release date of this RFP until the selection of the successful provider(s), any inquiries and requests shall be directed to the sole point-of-contact identified below.

Sandra Leong
Phone: (808) 586-7090
FAX: (808) 586-5744
E-mail:sandraleong@dhs.hawaii.gov

1.7 Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date:	**August 4, 2014**	**Time:**	**9:00am**
Location:	**820 Mililani Street, Suite 606 Honolulu, Hawaii 96813**		

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the subsection 1.8, Submission of Questions.

1.8 Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 1.6. Written questions should be received by the date and time specified in Section 1.1 Procurement Timetable. The purchasing agency will respond to written questions by way of an addendum to the RFP.

Deadline for submission of written questions:

Date: August 18, 2014 **Time: 4:30pm HST**

State agency responses to applicant written questions will be provided by:

Date: August 25, 2014

1.9 Submission of Proposals

A. **Forms/Formats -** Forms, with the exception of program specific requirements, may be found on the State Procurement Office website referred to in subsection 1.2, Website Reference. Refer to Section 5, Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPOH-200)**. Provides applicant proposal identification.

2. **Proposal Application Checklist**. The checklist provides applicants specific program requirements, reference and location of required RFP proposal forms, and the order in which all proposal components should be collated and submitted to the state purchasing agency.

3. **Table of Contents**. A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.

4. **Proposal Application (Form SPOH-200A)**. Applicant shall submit comprehensive narratives that address all proposal requirements specified in Section 3, Proposal Application Instructions, including a cost proposal/budget, if required.

B. **Program Specific Requirements**. Program specific requirements are included in Sections 2 and 3, as applicable. Required Federal and/or State certifications are listed on the Proposal Application Checklist in Section 5.

C. **Multiple or Alternate Proposals**. Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.

D. **Hawaii Compliance Express (HCE)**. All providers shall comply with all laws governing entities doing business in the State. Providers shall register with HCE for online compliance verification from the Hawaii State Department of Taxation (DOTAX), Internal Revenue Service (IRS), Department of Labor and Industrial Relations (DLIR), and Department of Commerce and Consumer Affairs (DCCA). There is a nominal annual registration fee (currently $12) for the service. The HCE's online "Certificate of Vendor Compliance" provides the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes. Refer to subsection 1.2, Website Reference, for HCE's website address.

- **Tax Clearance**. Pursuant to HRS §103-53, as a prerequisite to entering into contracts of $25,000 or more, providers are required to have a tax clearance from DOTAX <u>and</u> the IRS. (See subsection 1.2, Website Reference for DOTAX and IRS website address.)

- **Labor Law Compliance**. Pursuant to HRS §103-55, providers shall be in compliance with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety. (See subsection 1.2, Website Reference for DLIR website address.)

- **DCCA Business Registration.** Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations, unincorporated associations and foreign insurance companies shall be registered and in good standing with the DCCA, Business Registration Division. Foreign insurance companies must register with DCCA, Insurance

Division. More information is on the DCCA website. (See subsection 1.2, Website Reference for DCCA website address.)

E. **Wages Law Compliance**. If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS §103-55, wages, hours, and working conditions of employees of contractors performing services. Refer to HRS §103-55, at the Hawaii State Legislature website. (See subsection 1.2, Website Reference for DLIR website address.)

F. **Campaign Contributions by State and County Contractors**. HRS §11-355 prohibits campaign contributions from certain State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. Refer to HRS §11-355. (See subsection 1.2, Website Reference for Campaign Spending Commission website address.)

G. **Confidential Information**. If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

H. **Proposal Submittal**. All mail-ins shall be postmarked by the United States Postal Service (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet, or as amended. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet, or as amended. Proposals shall be rejected when:

1. Postmarked after the designated date; or
2. Postmarked by the designated date but not received within 10 days from the submittal deadline; or
3. If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks. Submission of proposals on diskette/CD or transmission by e-mail, website or other electronic means is not permitted.

1.10 Discussions with Applicants

A. **Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements. Note: The purchasing agency will not exercise this option.

B. **After Proposal Submittal Deadline.** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance with HAR §3-143-403. Note: The purchasing agency will not exercise this option.

1.11 Opening of Proposals

Upon the state purchasing agency's receipt of a proposal at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

1.12 Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

1.13 RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for final revised proposals.

1.14 Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's final revised proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPOH-200).* After final revised proposals are received, final evaluations will be conducted for an award. Note: The purchasing agency will not exercise this option.

1.15 Cancellation of Request for Proposal

The RFP may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interest of the State.

1.16 Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

1.17 Provider Participation in Planning

Provider(s), awarded a contract resulting from this RFP,
☐ are required
☒ are not required
to participate in the purchasing agency's future development of a service delivery plan pursuant to HRS §103F-203.

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the release of a RFP, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals, if conducted in accordance with HAR §§3-142-202 and 3-142-203.

1.18 Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons:

(1) Rejection for failure to cooperate or deal in good faith. (HAR §3-141-201)
(2) Rejection for inadequate accounting system. (HAR §3-141-202)
(3) Late proposals (HAR §3-143-603)
(4) Inadequate response to request for proposals (HAR §3-143-609)
(5) Proposal not responsive (HAR §3-143-610(a)(1))
(6) Applicant not responsible (HAR §3-143-610(a)(2))

1.19 Notice of Award

A statement of findings and decision shall be provided to each responsive and responsible applicant by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the provider(s) awarded a contract prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official start date.

1.20 Protests

Pursuant to HRS §103F-501 and HAR Chapter 148, an applicant aggrieved by an award of a contract may file a protest. The Notice of Protest form, SPOH-801, and related forms are available on the SPO website. (See subsection 1.2, Website Reference for website address.) Only the following matters may be protested:

(1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;

(2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and

(3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	**Procurement Officer**
Name: Patricia McManaman	Name: Scott Nakasone
Title: Director Department of Human Services	Title: Assistant Division Administrator Benefit, Employment and Support Services Division
Mailing Address: P.O. Box 339 Honolulu, HI 96809-0339	Mailing Address: 820 Mililani Street, Haseko Center, Suite 606 Honolulu, Hawaii 96813
Business Address: 1390 Miller Street, Honolulu, HI 96813	Business Address: 820 Mililani Street, Haseko Center, Suite 606 Honolulu, Hawaii 96813

1.21 Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to HRS Chapter 37, and subject to the availability of State and/or Federal funds.

1.22 General and Special Conditions of Contract

A. **General Conditions**

The general conditions that will be imposed contractually are on the SPO website. (See subsection 1.2, Website Reference for website address.)

B. **Special Conditions**

1. Insurance

   a. The Department will require that the organization selected to provide the service, present a certificate of insurance in the amount of no less than ONE MILLION DOLLARS ($1,000,000.00) per occurrence, and TWO MILLION DOLLARS ($2,000,000.00) in the aggregate for bodily injury and property damage liability arising in connection with the organization's performance under this Contract.

   b. In addition, the Department will require that the organization selected to provide the service, present a certificate of insurance in the amount of no less than ONE MILLION DOLLARS ($1,000,000.00) per accident for liability for automobiles owned or leased by the PROVIDER and used to carry out services connected with the organization's performance under this Contract.

2. Interpreter Services

   a. Act 290, Session Laws of Hawaii 2006 (Chapter 371-Part II, Hawaii Revised Statutes) requires every State agency, or any organization receiving State funding that provides services to the public on behalf of the State, to provided equal access of their agency's essential government services to all of Hawaii's diverse population, regardless of what language they speak. State and Federal laws prohibit discrimination based on race, color and national origin (including and not limited to Limited English Proficiency-LEP). These laws, and accompanying regulations, strictly prohibit discrimination against applicants, potential applicants, and/or clients who speak little or no English.

   b. State and Federal law requires that applicants for services, potential applicants, and recipients of services be informed of their right to interpreter services provided at no charge in accordance with Chapter 371-33, Hawaii Revised Statutes.

c. The PROVIDER is prohibited from requiring applicants, potential applicants, or clients to bring their own interpreters with them to interviews or other appointments, even though this is what they might prefer to do.

1.23 Cost Principles

To promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, state purchasing agencies will utilize standard cost principles outlined in Form SPOH-201, which is available on the SPO website. (See subsection 1.2 Website Reference for website address.) Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2
Service Specifications

2.1 Introduction

A. Overview, purpose or need

The Department is seeking to expand existing services of non-profit organizations that enhance and supplement its efforts in addressing the four (4) Temporary Assistance for Needy Families (TANF) purposes, which are:

1. To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
2. To end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;
3. To prevent and reduce the incidence of out-of-wedlock pregnancies; and
4. To encourage the formation and maintenance of two-parent families.

The four (4) TANF purposes listed above are federally mandated requirements that must be addressed when expending TANF block grant funding.

B. Planning activities conducted in preparation for this RFP

A Request for Information (RFI) Public Notice was published on April 4, 2014 and posted on the State of Hawaii, State Procurement Office (SPO) website. No responses to the RFI were received by the Department.

C. Description of the service goals

The Department of Human Services is seeking to expand/enhance existing services provided to needy families or at-risk children that embody one or more of the four (4) TANF purposes which are key to ending poverty and reliance on public assistance.

D. Description of the target population to be served

The populations to be served are adults in needy families who are TANF eligible and at-risk children. Specifications on the target population needing to be serviced will be stated in Section 3 of this RFP.

E. Geographic coverage of service

Services are being procured statewide.

F. **Probable funding amounts, source, and period of availability**

Funding for this procurement is federal funds through the State's federal TANF Block Grant allocation, Catalog of Federal Domestic Assistance (CFDA) #93.558. Total funding for this procurement is $3,000,000.00 for 12 months, effective January 1, 2015, and for a possible additional three (3) twelve-month extensions at $3,000,000.00 per extension subject to availability of funds and provider's performances.

2.2 Contract Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

1. Performance/Outcome Measures
2. Output Measures
3. Quality of Care/Quality of Services
4. Financial Management
5. Administrative Requirements

2.3 General Requirements

A. **Specific qualifications or requirements, including but not limited to licensure or accreditation**

1. The applicant shall comply with the HRS, Chapter 103F, Cost Principles for Purchases of Health and Human Services identified in SPOH-201 (Effective 9/11), which can be found on the SPO website (See Section 1, subsection 1.2, Website Reference).

2. **TANF Memorandum of Agreement (MOA)**

   a. Applicants shall sign and submit with the proposal an MOA which allows the Department to use approved expenditures towards the Department's TANF Maintenance of Effort (MOE) initiative. Applicants shall contact the RFP contact person to obtain an electronic MOA template.

   b. Applicants with existing MOA with the Department shall submit a copy of the executed MOA with the proposal.

3. **TANF Maintenance of Effort (MOE)**

   Each applicant shall complete a TANF MOE Expenditure Report (see Section 5, Attachment C) for report period of October 1, 2013 through September 30, 2014. The TANF MOE Expenditure Report shall detail the availability of organizational funding, expenditures (direct or administrative), and/or in-kind contributions such as volunteer hours and donated goods that meet a TANF purpose as approved by the Department and is not federally funded or used to access additional federal grants or funds. Applicants shall contact the RFP contact person to obtain an electronic MOE Expenditure Report template and if they are uncertain such funding and/or expenditures meet a TANF purpose.

4. The **TANF MOA and MOE Expenditure Report** must be submitted **no later than September 30, 2014** to ensure the MOA and report is complete and accurate. The MOA and MOE Expenditure Report shall be submitted to:

   Department of Human Services
   Benefit, Employment and Support Services Division
   Employment and Training Program Office
   Attention: Program Administrator
   820 Mililani Street, Suite 606
   Honolulu, HI 96813

   The MOA shall be executed by the Department upon receipt of a completed MOE Expenditure Report.

B. **Secondary purchaser participation**
(Refer to HAR §3-143-608)

After-the-fact secondary purchases may be allowed.

Planned secondary purchases are not applicable.

C. **Multiple or alternate proposals**
(Refer to HAR §3-143-605)

☐ Allowed ☒ Unallowed

The applicant shall submit one (1) proposal and specify on the Proposal Application Identification Form (SPO-H 200) which TANF purpose the proposal is addressing.

D. **Single or multiple contracts to be awarded**
(Refer to HAR §3-143-206)

☐ Single ☒ Multiple ☐ Single & Multiple

Criteria for multiple awards:

Awards shall be made to organizations submitting a proposal that demonstrates an effective, efficient and comprehensive service approach specific to a TANF purpose, has expenditures (direct or indirect) or in-kind contributions such as volunteer hours and/or donated goods that meet a TANF purpose as approved by the Department and has an executed MOA with the Department. Awards shall be limited to a single award per qualified organization.

E. **Single or multi-term contracts to be awarded**
(Refer to HAR §3-149-302)

☐ Single term (2 years or less) ☒ Multi-term (more than 2 years)

Contract terms:

Initial term of contract: January 1, 2015 to December 31, 2015
The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.
Number of possible extensions: 3
Maximum length of each extension: 1 year
Conditions for extension: Must be in writing and executed prior to expiration.

2.4 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. **Service Activities**
(Minimum and/or mandatory tasks and responsibilities)

The Department is seeking to expand/enhance existing services that are provided to needy families or at-risk children to enhance and supplement its efforts in addressing the four (4) TANF purposes.

The funding that is being sought for the proposed expansion/enhancement cannot be used to either access additional federal grants or funds, or to leverage against funding which is already used to obtain federal grants or funds. In addition, the proposed services and expenditures of such services would need to be within the scope of what TANF funds are able to pay for.

For Purposes 1 & 2, services provided must be for households of **needy families** defined as meeting the following criteria: (See Section 5, Attachment D)

1. Dependent child under the age of 18 years in the household;
2. U.S. citizens or non-citizens residing lawfully in the United States; and
3. Current gross annual income is below 300% Federal Poverty Level.

Interested applicants should refer to the following website prior to responding to this RFP to understand how TANF may be used:

http://www.acf.hhs.gov/programs/ofa/resource/tanf-funding-guide

TANF Purpose 1:

To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.

The following is from "*Helping Families Achieve Self-Sufficiency, A Guide on Funding Services for Children and Families Through the TANF Program*", published by the Department of Health and Human Services, Administration for Children and Families, Office of Family Assistance:

"Spending to achieve this purpose covers only **needy families** so children may live with their parents or other relatives. It does not cover children living with non-relatives. A State may establish a variety of income and resource standards for "**assistance**" and other services and benefits.

Spending under this purpose is not limited to benefits that are within the regulatory definition of "**assistance**." A State may provide other services in support of this purpose. For example, funding of home repairs or food banks to provide groceries to needy families would be consistent with the purpose, even if the benefits provided do not fall within the definition of "**assistance**."

Examples of such services that would support Purpose 1 would be:

- Food banks, food kitchens, nutrition;
- Rent, housing, homelessness programs;
- Parenting skills, family counseling;
- Clothing;
- Parenting skills and family/or marriage counseling that are provided for in the client's home;
- Transitional homeless housing that incorporates life skills, parenting and basic skills;
- Financial literacy to families with physical and/or mental limitations, which would include services such as debt consolidation, financial planning, and budgeting for basic needs; or
- Respite in-home child care services.

TANF Purpose 2:

To end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.

The following is from "*Helping Families Achieve Self-Sufficiency, A Guide on Funding Services for Children and Families Through the TANF Program*", published by the Department of Health and Human Services, Administration for Children and Families, Office of Family Assistance:

"Under this purpose, a State could help any **needy parent**, including a noncustodial parent or a working parent, by providing employment, job preparation, or training services. Examples of potential services include job or career advancement activities, marriage counseling, refundable earned income tax credits, child care services, and employment services designed to increase the noncustodial parent's ability to pay child support. Activities that promote any one of the three objectives, job preparation, work, and marriage, would be consistent with this purpose.

A **needy parent** must meet the same criteria as a needy family.

Examples of such services that would support Purpose 2 would be:

- Provide job retention services or post-employment follow-up services, such as counseling, employee assistance, or other supportive services;

- Provide linguistically and culturally appropriate services that help refugee TANF recipients obtain employment or participate in work activities;

- Provide specialized training for supervisors or job coaches in private industry on how to work with newly hired TANF eligible or recipients who have serious barriers to employment;

- Subcontract with business organizations or associations to expand participation of employers in welfare-to-work initiatives and encourage the hiring of TANF recipients;

- Financial literacy to working parents, which would include services such as debt consolidation, financial planning, and budgeting for basic needs;

- Child care placement services for TANF eligibles or recipients, who have child care needs for a child under the age of 2 years, so that they are able to seek employment;

- Micro-enterprise ventures with earning potential that would result in self-sufficiency;

- Transportation services that would transport TANF eligible or recipients to and from their employment work sites, or otherwise assist TANF eligible to access transportation (e.g. assist auto purchase). Actual transportation services should be situated where a TANF eligible or recipient could easily access the service;

- Job placement and job coach services for TANF eligible or recipients who have limited or no employment history and who have physical or mental limitations, or limited English proficiency; or

- Provide career attire to TANF eligible to help them present a professional appearance at job interviews.

TANF Purpose 3 and 4:

Purpose 3 – To prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies;

The following is from "*Helping Families Achieve Self-Sufficiency, A Guide on Funding Services for Children and Families Through the TANF Program*", published by the Department of Health and Human Services, Administration for Children and Families, Office of Family Assistance:

"Neither this purpose nor the following purpose (related to family formation) is limited to needy families or individuals. Thus, a State may use... funds to... serve non-needy families or individuals for either of these two purposes. However, the State must establish objective criteria for the delivery of services to the non-needy.

Potential activities that would be reasonably calculated to accomplish this purpose include...visiting nurse services, and programs and services for youth such as counseling, teen pregnancy prevention campaigns, and after-school programs that provide supervision when school is not in session."

Purpose 4 – To encourage the formation and maintenance of two-parent families.

The following is from "*Helping Families Achieve Self-Sufficiency, A Guide on Funding Services for Children and Families Through the TANF Program*", published by the Department of Health and Human Services, Administration for Children and Families, Office of Family Assistance:

"A significant share of TANF families consists of unmarried mothers with low skills who live with their children apart from low-skilled, underemployed fathers. Many of these fathers are involved in the lives of their children and provide some financial support, but would like to do much more. Historically, however, the fathers have found limited employment opportunities, and welfare rules have worked to discourage family formation and fuller involvement of these fathers in the lives of their children.

This fourth TANF purpose offers the opportunity to address these issues. Some activities that are reasonably calculated to accomplish this purpose might include parenting skills training, premarital and marriage counseling, and mediation services; activities to promote parental access and visitation; job placement and training services for non-custodial parents; initiatives to promote responsible fatherhood and increase the capacity of fathers to provide emotional and financial support for their children; and crisis or intervention services."

Under purposes 3 and 4, the Department is looking to maximize the number of children engaged in child or youth development programs where the children experience positive outcomes by using TANF funds for strengthening families and positive development through before- and after- school programs and career and technical exploration/work programs for youth.

Examples of services that would support Purpose 3 and/or 4 would be:

- Responsible fatherhood initiatives that will improve the capacity of needy fathers to provide financial and emotional support for their children;
- Parenting classes, premarital and marriage counseling, and mediation services;
- After-school programs that provide educational, athletic, art and music, or other potentially advantageous experiences to children and teens;
- Counseling services or classes that focus on teen pregnancy prevention; or
- Media campaigns to encourage young people to delay parenting or to encourage fathers to play a responsible role in their children's lives;
- Vocational apprenticeship training targeting youths that offer employment opportunities at successful completion of the training;
- Services that provide a combined approach to teen pregnancy prevention with career or employment planning for teens on school campus sites;
- Promoting substance abuse prevention and promoting the practice of responsible adolescent behavior through discussion and role-play;
- Services that promote responsible fatherhood initiatives; or
- Services to homeless teens including outreach, family planning and education services.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

a. The applicant shall provide evidence of possessing the necessary training and experience in performing the service(s) to the population(s) who they are proposing to service.

b. The applicant must ensure that employees and volunteers do not have a criminal history or background that poses a risk to children.

2. Administrative

The applicant shall address the administrative duties as the Provider and of supervising contracted personnel.

a. Intention to Propose

Each Proposal shall be submitted in the format prescribed and all portions addressed. In order to be in compliance with Act 314, SLH 1996, and Act 190, SLH 2011, organizations must be currently registered with the Hawaii Compliance Express in order to be considered. Compliance certificate must be within the last three (3) months. See Section 1, subsection 1.2, Website Reference for website address.

b. Application Costs

The Department will not pay for any costs incurred by applicants prior to the effective date of a contract. All costs incurred in the preparation of a proposal in response to the Department's RFP (including travel expenses to attend any informational sessions, applicant's conference or negotiation sessions, if held) are the sole responsibility of the applicant.

c. Proposal Preparation

Only hard copy proposals shall be accepted. Proposals should be without elaborate art work, binding, printing, or materials not essential to its utility and clarity. Graphs, charts and matrices are acceptable, but should also be backed-up by a clearly written narrative. **We require an original and five (5) sets of each proposal to the Department**

d. Disposition of Proposals

All proposals become the property of the State of Hawaii. The successful proposal will be incorporated into the resulting contract by reference. Material breaches of contract may result in termination of the contract.

e. Execution of Contract

The successful offeror will be required to enter into a formal written contract with the Department in accordance with the laws, rules and regulations of the State of Hawaii.

The stated requirements appearing elsewhere in this RFP shall become part of the terms and conditions of the resulting contract. Any deviations must be specifically defined by the offeror in its proposal which, if successful, will become part of the contract.

The funds available for this project are limited. The Department reserves the right to contract for only those services which appear to be in the best interests of the State.

The Department reserves the right to reduce the appropriated contract amount with thirty (30) calendar days notice, due to decrease in the number of participants needing services in the program. This clause is applicable to the subsequent contract extensions only.

The Department reserves the right to cancel the contract without cause and request new proposals for the services. Upon acceptance of the proposal, the Department will forward the formal contract to the successful offeror for execution. The contract shall be signed by the successful offeror and returned, together with required insurance documents (including indemnification), and other supporting documents, within ten (10) calendar days after receipt by the offeror, or within such further time as the Director may allow.

No such contract shall be binding upon the Department until the contract has been fully and properly executed by all the parties thereto prior to the start date of the contract and the State Comptroller has, in accordance with Section 103-39, Hawaii Revised Statutes, therein this certificate that there is an appropriation or balance of an appropriation over and above all outstanding contracts, sufficient to cover the amount required by the contract during the fiscal year. Further, the contract shall not be considered to be fully executed unless the Department of the Attorney General of the State of Hawaii has approved the contract as to form.

Any work performed by the successful offeror prior to receipt of a Notice to Proceed shall be at the offeror's own risk and expense. The State of Hawaii and the Department are not and will not be liable for any work, contract costs, expenses, loss of profits or damages whatsoever incurred by the successful offeror prior to the receipt of a Notice to Proceed.

3. **Quality assurance and evaluation specifications**

The contract shall be evaluated based upon performance as described in subsection 2.4, Scope of Work.

4. **Output and performance/outcome measurements**

The performance of the Provider shall be measured by the reporting specifications described in subsection 2.4, Item B.7, Reporting requirements for program and fiscal data.

5. **Experience**

Applicants shall have at least one (1) year of providing the proposed service(s).

6. **Coordination of services**

Applicants shall provide a description of their experience in coordinating client services with other community or governmental agencies. The description shall include the name of the collaborating agencies, services provided, and frequency which collaboration is conducted.

7. **Reporting requirements for program and fiscal data**

a. Quarterly MOE Expenditure Reports

Each service provider shall prepare and provide a quarterly TANF MOE Expenditure Report (See Section 5, Attachment C). This report shall comprise of the following items:

- Expenditures spent on Direct Services and Administrative Costs;
- Value of Donated Goods;
- Value of Volunteer Hours;
- Total Number of TANF eligible clients served; and
- Method of determining TANF eligibility.

2. Programmatic Reports

Each service provider shall prepare and provide a monthly programmatic report to the department that shall comprise of the following items:

- The number of individuals served for the month; and
- Measures of the benefits achieved for each contracted service.

The following additional reporting requirements shall be added as it relates to its corresponding TANF Purpose:

<u>Purpose 1</u>:

1) Number of families that applied for services in the month;
2) Number of families determined TANF eligible;
3) Number of families currently receiving TANF;
4) Number of families currently not receiving TANF, but receiving other public assistance or subsidy;
5) Number of families not receiving TANF or any other public assistance or subsidy; and
6) Number of families who currently have some employment.

Purpose 2:

1) Number of families that applied for services in the month;
2) Number of families determined TANF eligible;
3) Number of families currently receiving TANF;
4) Number of families currently not receiving TANF, but receiving other public assistance or subsidy;
5) Number of families not receiving TANF or any other public assistance or subsidy;
6) Number of families who were accepted for services;
7) Number of families who were declined for services;
8) Number of families who completed training;
9) Number of families who gained employment as a result of the training;
10) Number of families who continued to remain unemployed after receiving training;
11) Number of families who gained full-time employment;
12) Number of families who gained part-time employment;
13) Highest hourly wage receiving; and
14) Average hourly wage received.

Note: Numbers 8-14 are applicable only to those families who complete services.

Purpose 3 and 4:

1) Activity Milestones (e.g. hire staff, training staff, other);
2) Significant Outputs (e.g. service delivery, capacity, outreach, enrollment, attendance, customer satisfaction and other);
3) Significant Immediate Outcomes (outcomes obtained immediately as a direct result of program participation and involve changes in one or more of the following: knowledge, attitudes/beliefs, skill acquisition, behavior and relationships);
4) Implementation Issues and Concerns; and
5) Significant Stories.

Note: The Department may further refine these reporting requirements based on evaluation of the services that are awarded. Applicants should propose activity measurements relevant to their proposed service(s) that would support these reporting requirements.

C. Facilities

Applicants shall already have adequate facilities to provide for the service(s) that is being proposed.

2.5 COMPENSATION AND METHOD OF PAYMENT

A. Compensation

Actual awarded funding will vary depending on the MOE expenditures contributed by a qualified organization and confirmed by the Department, and shall be based on the following:

- An amount not to exceed $300,000 per qualified organization contributing more than $4,000,000 in MOE expenditures; or
- An amount not to exceed $250,000 per qualified organization contributing more than $3,000,000 in MOE expenditures; or
- An amount not to exceed $200,000 per qualified organization contributing more than $2,000,000 in MOE expenditures; or
- An amount not to exceed $150,000 per qualified organization contributing more than $1,000,000 in MOE expenditures; or
- An amount not to exceed $100,000 per qualified organization contributing more than $100,000 in MOE expenditures

The total funding awarded shall not exceed the maximum contract funds per year.

B. Method of Payment

This is a cost reimbursement type contract. The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation. The cost reimbursement may be subject to verification.

The Provider shall submit monthly original invoices specifying the amount due and certifying that services requested under the Contract have been performed by the Provider according to the Contract.

Payments shall be made in monthly installments upon the monthly submission by the Provider of the Subgrantee's Invoice and Expenditure Report (hereinafter SIER) in triplicate (an original and two copies). The invoices shall include the Provider's name shown in the Contract, the Contract number, and a detailed breakdown of Provider's charges.

The monthly installments shall be determined by the State on a cost reimbursement basis. The SIER shall contain expenditures actually incurred for the performance of the services and a certification of compliance for the preceding month.

Final settlement shall include submission and acceptance of all reports and other materials to be submitted by the Provider to the State, resolution of all discrepancies in performance of services, completion of all other outstanding matters, and receipt of tax clearances.

Compensation shall be based upon the approved budget(s) for the each 12 month period.

Section 3

Proposal Application Instructions

Section 3
Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for* **each** *item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are* **strongly** *encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPOH-200A) is available on the SPO website (see 1.2 Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*
- ***Submitted proposals for consideration shall be limited to no more than 20 pages in length, excluding the proposal application page.***

  In addition to the actual written proposal of no more than 20 pages, applicants may include and reference attachments to their submitted proposal. There is no restriction on the number of pages for attachments. Attachments shall be clearly marked, specifically referenced to in the text of the proposal document, and added at the end of the submitted proposal document.

The Proposal Application is comprised of the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

3.1 Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

3.2 Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

The applicant shall include points of contact, addresses, e-mail/phone numbers. The State reserves the right to contact references to verify experience.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

E. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and the special equipment that may be required for the services.

3.3 Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

B. **Project Organization**

1. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

3.4 Service Delivery

Applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item 2.4, Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

3.5 Financial

A. **Pricing Structure**

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

Pricing Structure Based on Cost Reimbursement

The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation. The cost reimbursement may be subject to verification.

The purchasing agency shall consider cost proposals on a "cost type" or "pure reimbursement" pricing structure from the applicants who are non-profit organizations licensed to do business in the State of Hawaii. "Cost type" involves payment of all incurred costs within a predetermined total estimated cost.

All budget forms, instructions and samples are located on the SPO website. (See subsection 1.2, Websites References for website address.) The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205	Budget
SPO-H-205A	Budget - Organization-Wide by Source of Funds
SPO-H-205B	Budget - Organization-Wide by Source of Programs
SPO-H-206A	Budget Justification - Personnel: Salaries & Wages
SPO-H-206B	Budget Justification - Personnel: Payroll Taxes, Assessment & Fringe Benefits
SPO-H-206C	Travel – Inter-Island
SPO-H-206E	Budget Justification - Contractual Services: Administrative
SPO-H-206F	Budget Justification - Sub-Contract
SPO-H-206G	Budget Justification - Depreciation
SPO-H-206H	Budget Justification - Program Activities
SPO-H-206I	Budget Justification - Equipment Purchases*

* Expenditures require justification and prior approval

B. **Other Financial Related Materials**

1. Accounting System

To determine the adequacy of the applicant's accounting system as described under the administrative rules, the most recent Audit Report is required as part of the Proposal Application.

2. Hawaii Compliance Express

Pursuant to HRS Chapter 103F, Health and Human Services, providers must be in good standing as a provider doing business in the State. The Applicant shall include a current Certificate of Vendor Compliance, not older than three (3) months, issued by the Hawaii Compliance Express as part of the Proposal Application. See Section 1, subsection 1.2, Website Reference for website address.

3.6 Other

A. Litigation

The applicant shall disclose and explain any pending litigation to which they are a party, including the disclosure of any outstanding judgment.

Section 4

Proposal Evaluation

Section 4
Proposal Evaluation

4.1 Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

4.2 Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

Evaluation Categories		**Possible Points**
Administrative Requirements		
Proposal Application		**100 Points**
Program Overview	0 points	
Experience and Capability	30 points	
Project Organization and Staffing	20 points	
Service Delivery	35 points	
Financial	15 Points	
TOTAL POSSIBLE POINTS		**100 Points**

4.3 Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

To be accepted for consideration for this RFP, applicants shall meet the requirements specified in subsection 2.3, Item A, and submit final proposals that include all of the following documents:

1. Administrative Requirements

- Proposal Application Checklist (SPO-H)
- Tax Clearance Certificate

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPOH-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (90 Points)

Each section listed below shall be evaluated using the following criteria:

Weighted points (0-5) for each sub-area will be given. The sum of weighted points given by the evaluators in all areas of each section will be divided by the maximum weighted points that could be allotted for that area. This quotient will be multiplied by the points assigned to each area, which is noted in parenthesis. The product will be the score for that area.

The weighted points awarded for each sub-area of evaluation shall be derived from a rating scale of 0 to 5:

5 = Very satisfactory
4 = More than satisfactory
3 = Satisfactory
2 = Less than satisfactory
1 = Unsatisfactory
0 = Not addressed (no credit)

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity to orient evaluators as to the service(s) being offered.

1. ***Experience and Capability (30 Points)***

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

a. **Necessary Skills**
- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services. ________

b. **Experience**
- Description of projects/contracts implemented in the past 1 year that are pertinent to the proposed services. ________
- Demonstrated the ability to perform the proposed services based on past performance. ________

c. **Quality Assurance and Evaluation**
- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. ________

d. **Coordination of Services**
- Demonstrated capability to coordinate services with other agencies and resources in the community. ________

e. **Facilities**
- Adequacy of facilities relative to the proposed services. ________

2. ***Project Organization and Staffing (20 Points)***

The State will evaluate the applicant's overall staffing approach to the service that shall include:

a. Staffing

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. ________
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program. ________

b. Project Organization

- Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. ________
- Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. ________

3. ***Service Delivery (35 Points)***

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application.

- Describes the overall program content and design. ________
- Demonstrates an understanding of the various service activities and sequence of events. ________
- Presents evidence of cooperation and collaboration, and willingness to follow the Department requirements, policies and procedures. ________
- Demonstrates an understanding of the target group. ________
- Demonstrates knowledge of handling of customer service and complaints. ________
- Provides for public relations and community collaboration. ________
- Describes staff/program management activities. ________

4. ***Financial (15 Points)***

Pricing structure based on cost reimbursement:

- Personnel costs are reasonable and comparable to positions in the community. ________
- Non-personnel costs are reasonable and adequately justified. The budget fully supports the scope of service and requirements of the Request for Proposal. ________
- Adequacy of accounting system. ________

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

A. Proposal Application Checklist

B. Sample Table of Contents

C. Maintenance of Effort (MOE) Expenditure Report and Instructions

D. TANF Eligibility Worksheet

Proposal Application Checklist

Applicant: ______________________ RFP No.: ______________

The applicant's proposal must contain the following components in the order shown below. Return this checklist to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website.

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Applicant to place "X" for items included in Proposal
General:				
Proposal Application Identification Form (SPOH-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPOH-200A)	Section 3, RFP	SPO Website*	X	
Hawaii Compliance Express Verification Certificate	Section 1, RFP	Hawaii Compliance Express SPO Website*	X	
Cost Proposal (Budget)			X	
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5	X	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5	X	
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*	X	
SPO-H-206D	Section 3, RFP	SPO Website*	X	
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*	X	
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*	X	
SPO-H-206J	Section 3, RFP	SPO Website*	X	
Certifications:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
Organization Chart(s)	Section 3, RFP		X	
Audit Report	Section 3, RFP		X	
Executed MOE Agreement [1]	Section 3, RFP		X	
MOE Expenditure Report [1]	Section 3, RFP		X	

[1] Must be submitted in accordance with subsection 2.3, Item A.
*Refer to subsection 1.2, Website Reference for website address.

Organization: ________________
RFP No: ____________

Proposal Application
Table of Contents

Organization: ________________
RFP No: ______________

State of Hawaii
Department of Human Services
Benefit, Employment and Support Services Division

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
MAINTENANCE OF EFFORT (MOE) EXPENDITURE REPORT

Federal Fiscal Year (FFY): __________ Report Quarter: ________________

1. Name of Organization:	**2. Description of Program Service:**
3. Organization Address:	

4. Expenditure Categories:	**5. Expenditure Totals - Year To Date:**
A. Direct Services	$0.00
B. Administrative Costs	$0.00
C. Value of Donated Goods	$0.00
Total Expenditures	$0.00

6. Volunteer Hours (see Instructions)			
A. Volunteer hours for volunteers serving in positions directly comparable to paid positions in your organization.			
		Hours	**Hourly Rate**
1		0	$0.00
2		0	$0.00
3		0	$0.00
B. Other volunteer hours (for volunteers providing services for which your organization has no comparable paid position).		**Hours**	**Hourly Rate**
		0	$22.55
Total Volunteer Hours and Value		0	$0.00

7. TOTAL TANF MOE EXPENDITURES:	**$0.00**
8. TOTAL NUMBER OF TANF-ELIGIBLE CLIENTS SERVED DURING THE FFY:	**0**

9. Comments

Organization: ________________
RFP No: ______________

10. Certification

I certify to the best of my knowledge and belief that expenditures and volunteer hours reported meet the requirements of one of the following four (4) TANF Purposes:

Purpose	1	Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
Purpose	2	End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;
Purpose	3	Prevent and reduce the incidence of out-of-wedlock pregnancies; and
Purpose	4	Encourage the formation and maintenance of two-parent families.

I further certify that the service or benefit this program provides is:

1. Not using any of the expenditures reported above to match or leverage federal funds;
2. None of the expenditures described above are federal funds;
3. These expenditures reflect the portion of costs associated with providing services to families with children age 18 and under;
4. These expenditures reflect the portion of costs associated with providing services to eligible families below 300% of the Federal Poverty Level (FPL); and
5. Claimed expenditures have been made only to U.S. citizens or non-citizens who are eligible for State and local benefits.

For determining TANF eligibility for MOE expenditures, please indicate what information your organization collects/reviews:

A. For Family Income (check all that apply):

____ Self-reporting
____ Hawaii EBT Card
____ Income documentation, e.g. tax returns, pay statements, etc.
____ Surveys or other representative samples (briefly describe) ____________
____ Other (please specify) ____________

B. For Family Composition/Age of Child(ren) (check all that apply):

____ Self-reporting
____ Birth Certificates
____ Surveys or other representative samples (briefly describe) ____________
____ Other (please specify) ____________

C. For Citizenship Status (check all that apply):

____ Self-reporting
____ Hawaii EBT Card
____ Birth Certificates
____ Surveys or other representative samples (briefly describe): ____________
____ Other (please specify) ____________

11. Signature

______________________	______________________
Signature	Date
______________________	______________________
Print Name	Position Title

Organization: _______________
RFP No:_____________

INSTRUCTIONS

1. Name of Organization. Organization's name including "dba" if applicable.
2. Program Description. Brief description of the service provided by this particular program. One Expenditure Report for each program.
3. Address. Location address of this particular program.
4. Categories. The types of expenditures that are being reported. The expenditures would the following four types:
   A. Direct Services
      The dollar amount expended where the client directly benefited from the service provided. Examples of direct services would be client counseling, goods or donations provided directly to the client, etc.
   B. Administrative Costs
      The dollar amount to administer general operations of the services, but not the amount expended to administer direct delivery of service.
      "Administrative Costs" *includes* the following--
      1) Salaries and benefit costs and all other costs not associated with providing program services to individuals, including staff performing administrative and coordination functions;
      2) Preparation of programs and projects;
      3) Monitoring of programs and projects;
      4) Procurement activities;
      5) Public relations;
      6) Services related to accounting, litigation, audits, management of property, payroll, and personnel;
      7) Costs for goods and services, such as postage, equipment, office supplies, utilities, and rental office space not associated with directly providing client services;
      8) Travel costs incurred for official business travel not associated with directly providing client services;
      9) Management information system relating to tracking program requirements (such as personnel and payroll management); and
      10) Indirect or overhead costs.
      "Administrative Costs" *excludes* the following--
      Salaries and benefit costs for the staff directly providing services and the direct administrative costs associated with providing the services, such as the costs of supplies, equipment, travel, postage, utilities, rent and maintenance of office space, and information technology and computerization needed for tracking and monitoring if a client requires such tracking as part of the service. These items would be reported under the "Direct Service" category.
   C. Value of Donated Goods
      The dollar value of all goods donated to the program to support the service being provided.
5. Expenditure Totals - Year To Date. Expenditure dollar amount being reported for the federal fiscal year.
6. Volunteer Hours. Enter all volunteer hours provided by your agency for services that meet a TANF purpose.
   a. *Volunteer hours for volunteers serving in positions directly comparable to paid positions in your organization:* Enter total volunteer hours and hourly rates for volunteers who are performing tasks directly comparable to your paid staff. Examples might include clerical staff, warehouse workers, teacher's aides, child-care staff, etc.
   b. *Other volunteer hours:* Enter all volunteer hours for volunteers who are not engaged in work directly comparable to paid staff. Examples might include youth leaders, mentors, special event volunteers, and other service providers. The indicated hourly rate has been approved by the Federal government.
7. Total TANF MOE Expenditures. The sum of Total Expenditures and Total Value of Volunteer Hours. This field will automatically add the figures.
8. Total Number of TANF-Eligible Clients Served During the federal fiscal year. Total number of clients served during the federal fiscal year. If a single client receives more than one service, this count may be duplicative.
9. Comments. Any additional information needing to be reported regarding the expenditures.
10. Certification. Signature in Item 11 acknowledges that reported expenditures adhere to all conditions stated in the certification box.
11. Signature. Signature and title of the person certifying the expenditure report and the date the report was signed.

Completed Expenditure Reports are to be sent to:

Department of Human Services
Benefit, Employment and Support Services Division
Attention: Catherine Scardino
820 Mililani Street, Suite 606
Honolulu, HI 96813

Organization: ________________

RFP No:______________

TANF ELIGIBILITY WORKSHEET

We are requesting you to complete the following form in order for us to provide statistical information to the federal government on our services and benefits. The answers to the questions will not affect your eligibility for benefits in any way and no personal information will be shared or disclosed.

1. ☐ I am a parent or relative caring for a child(ren) 18 years of age or younger;

2. I am or my children are (check all that apply)

   ☐ Receiving free or reduced lunch

   ☐ In a household that receives public cash assistance

   ☐ In a household that receives Supplemental Nutrition Assistance (SNAP)

   ☐ In a household whose current gross annual income is below 300% Federal Poverty Level (FPL) (See chart below)

STATE OF HAWAII - 300% of the 2014 FEDERAL POVERTY LEVEL (FPL)

Household Size	Maximum Monthly Gross Income	Maximum Yearly Gross Income	Household Size	Maximum Monthly Gross Income	Maximum Yearly Gross Income
1	$ 3,355	$ 40,260	**7**	$ 10,360	$124,320
2	4,523	54,270	**8**	11,528	138,330
3	5,690	68,280	**9**	12,695	152,340
4	6,858	82,290	**10**	13,863	166,350
5	8,025	96,300	**11**	15.030	180,360
6	9,193	110,310	**12+**	*Add $4,670 monthly income) for each additional person*	

3. ☐ I am a U.S. citizen or a non-citizen residing lawfully in the United States.

______________________________ ______________________

Print Name Date

____

Signature